

# TRAVEL AGENCY TRANSFER FORM

I \_\_\_\_\_ would like to transfer reservation number \_\_\_\_\_  
(Guest Name) (Reservation Number)

for the \_\_\_\_\_ on the sail date of \_\_\_\_\_ to my travel agent.  
(Name of Ship) (Sail Date)

Here is the information of my travel agency:

Travel Agency Name: \_\_\_\_\_

Travel Agent Name: \_\_\_\_\_

Travel Agency Phone Number: \_\_\_\_\_

The guests travelling in the stateroom are:

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

Reason that you would like to transfer to a travel agency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please sign and return by fax: 01932 820 603, email to [sales.uk@rccl.com](mailto:sales.uk@rccl.com)

Or mail to: Royal Caribbean Cruise Line A/S  
ATTN: PCS Sales Administration Transfers,  
Building 2, Aviator Park,  
Station Road,  
ADDLESTONE,  
Surrey, KT13 2PG

Please Note: This form is to be submitted and signed ONLY by a guest listed on the reservation number referenced above. Any value add offer (e.g on-board credit, champagne) you were offered via RCCL PCS Department will not be honoured by RCCL if transferred. Deposits will be refunded on bookings made if this form is received within 48 hours of booking and the booking cancelled without penalty, any forms received after 48 hours, loss of deposit will apply. Any booking paid in full or within penalty period please refer to terms and conditions for penalties that will apply as these will be subject to cancellation charges on bookings. Only valid for UK and Irish bookings.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

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